

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100060-0

<b>REPORTS INVENTORY</b>					CONTROL NO. DDS/OF-055					
PREPARE IN DUPLICATE										
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>Consolidated Funds Campaign Payroll Deductions</b>					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING					
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)				
		LOGISTICS		SECURITY						
		MEDICAL		<input checked="" type="checkbox"/> FINANCE						
4. NO. OF COPIES PREPARED  3		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Annual			6. DISTRIBUTION (No. of components not number of copies)  1					
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <table border="1" style="width:100%;"><tr><td>YES</td><td>IF YES GIVE ADP PROCESSING NO.</td></tr><tr><td><input checked="" type="checkbox"/> NO</td><td></td></tr></table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT  C/BSD/Personnel	
YES	IF YES GIVE ADP PROCESSING NO.									
<input checked="" type="checkbox"/> NO										
10. PREPARING COMPONENT (include lowest level contributing information to report)  C&TD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  All Compensation and Tax Division Payrolls						
<b>12. COST FACTORS</b>										
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>										
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR				
GS-07	\$4.30	1/2	=	\$2.15	1	= \$2.15				
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>										
TOTAL COSTS PER YEAR						\$ 2.15				
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  To provide Office of Personnel with the number of payroll deductions for CFC so the Agency may be reimbursed from CFC. Started 1966 in accordance with Civil Service Regulations.										
<b>14. FUTURE GOALS</b>										
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)  <input type="checkbox"/> CHANGE  <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS					
					MAN-HOURS	DOLLARS				
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100060-0				18. EXTENSION				

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Classification